

WELCOME TO Stape Silver Band

Charity No: 511720



BAND HANDBOOK

This booklet is intended to give you an understanding of Stape Silver Band, the way we operate, what is expected of you and general information about rehearsal facilities, instruments, uniform and behaviour.

Stape Silver Band hopes that your time with us is mutually beneficial and helps you on your path in music.



Who are we?

We are Stape Silver Band, a community brass band for players who are passionate about music and strive to improve their performance standards.

We are based in Pickering, North Yorkshire

A warm welcome is extended to all new players from all our members. Whether you are an absolute beginner or someone with years of experience we welcome you to our bands. Young or not so young, whatever gender, irrespective of your personal circumstances, background, religion, ethnic origin or disability, we will do our very best to ensure your association with us is a happy and mutually beneficial one.

At the time of writing (February 2026) Stape Silver Band runs two bands – Senior Band and Training Band - catering for whatever level of musical ability you have.

Where are we?

Our Bandroom is located at:

Stape Silver Band, The Band Room, Outgang Road, Pickering, North Yorkshire, YO18 7EL

There is parking for 8 cars otherwise parking is on the street on Outgang Road.

Rehearsal times:

Senior Band: Thursday 7.30pm until 9.30pm. Our Musical Director is Robin Rutter

Training Band: Tuesday 6.30pm until 7.30pm. The Training Band MD is Angela Durant assisted by Lauren Hawkins, Alex Eddon and Jennie Winter.

Contacts

Chairperson: Lauren Hawkins

Musical Director: Robin Rutter

Band Secretary: Helen Eddon

Treasurer: Helen Breckon

Health and Safety: Tony Miller

Safeguarding: Jess Tyler, Jennie Winter, Tony Miller

The Band has a committee who meet up regularly and hold an AGM once a year. A

Chairperson and various roles are voted in at the AGM.

Band Subscriptions

We have subscriptions for each band which is payable once a year.

Fundraising

The cost of instruments, music, uniforms and other equipment necessitates constant fund raising. Your help is needed. The band runs a monthly tote for cash prizes and anyone over the age of 18 is encouraged to join.

As a registered charity (no. 511720) we can claim 25% Gift Aid on membership fees and donations from UK taxpayers. Please enter your details on the enclosed Gift Aid form and



hand to any of the Committee.

Safeguarding

Stape Silver Band has a strict Safeguarding Policy, and we take this most seriously. We also have a Safeguarding Officer and a deputy.

All adults who need to be are fully DBS certified.

Health and Safety

Stape Silver Band has a 'duty of care' towards its Players, Volunteers and Visitors and we take this most seriously.

All Players, Volunteers and Visitors will take reasonable care for the health and safety of themselves and others and co-operate fully with the arrangements in place for Stape Silver Band to meet its legal responsibilities for health and safety.

Our Health and Safety Policy are displayed in the Bandroom and Risk Assessments are available to view on our website or by request.

Parental Duties

When Parents and Guardians take their children to practise at The Bandroom or concert jobs we insist that they must be taken into The Bandroom or the place of the concert and have them registered as being present. Similarly for picking them up. We cannot let any minor leave The Bandroom or a concert venue until there is a responsible adult there to collect them and take them home. We cannot accept them just being dropped off and left to find their own way to and from the Bandroom or the event venue.

Conduct on site

Care must be taken when attending rehearsals especially on the road to The Bandroom. Cars must be driven with due care and attention to pedestrians.

Complaints

We have a Complaints procedure in place for any issues arising from your time with Stape Silver Band. Please contact either Safeguarding Officer or the Committee Chairperson to lodge your complaint.

Rehearsals

Rehearsals are held in The Bandroom. Players are expected to attend rehearsals on a regular basis. Wherever possible you should notify the band if you are unable to attend. Players should turn up early not just to help set up the chairs and stands but to be warmed up and ready. Full attention should be given to the MD during the rehearsal when he/she is talking. The Bandroom, kitchen and toilets must be kept neat and tidy. Food should not be consumed during practise unless permission is requested. (Due to medical reasons). Drinking should be limited to water.

Playing at Jobs/ Concerts

Generally there will be at least several weeks' notice given of any concert. A request for player availability will be issued at the same time, and a timely reply is required to determine numbers. Exact details and logistics of the job will be made available at least a week prior. Transport to and from the job is the players responsibility but Stape Silver Band does encourage car sharing wherever possible. Mileage is paid for jobs over 7 miles from the Bandroom providing more than one band member is taken.

Wherever possible the transport of equipment before and after a concert is done by band members. Occasionally a van will be hired but due to costs this is only as a last resort. Again the setting up and taking down of the kit and equipment at venues is the responsibility of all players, as is the unloading afterwards back at The Bandroom.

Whilst representing Stape Silver Band you should be on good behaviour. Any conduct unbecoming to Stape Silver Band will be frowned upon.

Concerts and Events will vary from band to band. These will vary from large Joint Band concerts at Christmas through to fetes, fairs, concerts, garden parties, weddings, charitable fundraising etc. These events and concerts are the reason we practice and rehearse to play at the best standard we possibly can to both entertain the public and enjoy ourselves.

Practice

Regular home practice is expected of all players. Without this musical progress in any shape or form will not be made.

Instruments

Stape Silver Band will lend an instrument to all new players if they do not already have their own, but it is expected that it is treated as if it were your own. All damage should be reported and in the case of serious damage the Band Committee will determine who pays for the repair, dependant on the circumstances. Borrowed Stape Silver Band instruments may be used in non-Stape Silver Band musical events but permission to do so has to be given by the Conductor of the relevant band.

Instrument Care.

The two most important factors to remember in caring for your instrument are cleanliness and regular lubrication. Flush out the instrument at least once a month with lukewarm soapy water. Then rinse with cold water and dry thoroughly. A flexible cleaning brush should be used to clean out slides and tubing. Use Vaseline or slide grease to lubricate the slides and use valve oil on the valves – taking care to gently remove each valve individually and replace them in the correct order. Make sure the mouthpieces are cleaned thoroughly with warm water and a mouthpiece brush. Care should be taken when polishing lacquered and silver-plated instruments. Harsh abrasives must be avoided and only the correct cleaning cloths are recommended. Trombonists should fill the complete slide with warm soapy water and slide

up and down several times. Remove the water and rinse with cold water. The slides should be disassembled and cleaned using a flexible cleaning brush. A small amount of slide cream should be applied to the inner slide and sprayed with cold water. Ensure the bell and tuning slide are kept clean by running them through with warm water. After drying with a lint free cloth, apply tuning slide grease before reassembling.

All instruments should be wiped after using with the appropriate cloth to remove grease and finger marks.

We can advise and provide cleaning materials if requested.

Uniform

Generally this will be.

Polished black shoes, black socks/ navy tights, blue trousers/skirts, White shirt/blouse, Blue shirt/ blouse. Band dickie bow. Band Blazer/Fleece walking out jacket.

Whilst on a band job your appearance should be neat and tidy. For rehearsals anything may be worn within reason.

Library

Stape Silver Band has a comprehensive music library from which the Conductors draw their music. It is catalogued and an index is kept for quick reference. Players are not normally allowed to access the library but if access is needed then a Conductor or Committee member should be approached and asked. We have a large collection of music in the library, many of which are not in print and are irreplaceable. Their value is incalculable and great care must be taken with the older sheet music.

Instrument Store

Instruments are stored in the storeroom, and this room is kept locked. Players are not normally allowed to access the storeroom.

Social Media

Stape Silver Band has a website (www.stapesilverband.co.uk) that we try and keep as up to date as possible. This has information about all the Bands, contacts, jobs etc and we greatly value positive news or items that we can post on it.

We also have a Facebook page and again welcome all positive comments, photos, news etc on them. However Stape Silver Band takes a very dim view of postings on social media that not only reflects badly on Stape Silver Band and their players but also on other brass bands and brass players. Sanctions will be taken should any such negative comment be found.

Policies

To view our full Policies please go to our website and look under the Policies and Procedures tab.

Revision 01: February 2026



Notes

Use the space below for any changes.